

Minutes of the Regular Meeting of the Chagford Parish Council held at Endecott House on Monday 11th December 2023 commencing at 7.30 p.m.

Present: Cllr: Lark Ash- Matthews, Cllr: Francis Everson, Cllr: Belinda Hayter-Hames, Cllr: Mrs Gay Hill, Cllr: Jill Millar (chair), Cllr: Dhevdhas Nair, Cllr: Andrew Parrott, Cllr: Mrs Gill Printy, Cllr: Neil Smillie, Cllr: Stuart Wright

In attendance: Ruth Wright: the Clerk, Jane Elliott: West Devon Borough Council, 1 member of the public.

90. APOLOGIES FOR ABSENCE

Apologies were received from Cllr: Rachel Short, Cllr: Christine Malseed

91. DECLARATIONS OF INTEREST

Cllr. Stuart Wright declared an interest in 12a, matters concerning the Clerk's salary.

Cllr. Frances Everson declared an interest in 11b, a request from Chagford Film Festival.

92. CONFIRMATION OF THE MINUTES

a) The Minutes of the Regular Monthly Meeting held on Monday 13th November 2023 were amended, confirmed and signed as a true record, with the following amendment.

Additions, in brackets, as follows:

81(d) A group of

councillors[Frances Everson, Dhevdhas Nair, Belinda Hayter – Hames and Jill Miller (ex officio)] have organised some free talks about energy use and carbon footprints. They have now formed a climate crisis working party and have organised a talk aimed at helping people to improve energy efficiency in the home.

93. MATTERS ARISING

a) Skills outline:

Cllrs. Lark Ash-Matthews:

Lark was born and bred in Chagford, she is part of and interacts well with all people within the community. She works at the Montessori School, which requires skills involving patience, organisation, and communication. Prior to this she worked in hospitality and has a passion for organising events and management. She is a member of Chagford Pool Committee, in charge of social media and is keen to explore this further for Chagford Parish Council.

Cllr. Dhevdhas Nair: Professionally, Dhevdhas works with young people, he is a good listener and good at communicating with people. He has lived in Chagford for 30 years. He is always curious to know more, especially about farming. He is passionate and motivated.

b) Bellacouch Carpark update (min 69c, 81c)

There has been some progress with research on EV charging machines, agreeing legal handover fees and ascertaining installation fees:

- Legal fees for handover: £1000 + VAT (Ashfords Solicitors).
- Installation of car park charging machine: £8480.00 (West Devon Borough Council).
- Annual Maintenance of car park: £507.60 (West Devon Borough Council).
- Annual hosting of carpark £187.20 (West Devon Borough Council).
- Annual cleaning of the toilets on site: still to be negotiated (West Devon Borough Council).
- The cost of legal fees required to formally add the carpark to WDBC off- street parking order are still being negotiated.

Discussion about the need for bins in the carpark (litter, recycling, dog bins). The cost of emptying litter bins is expected to be in the region of £2272.00 per annum. **Resolved:** decision taken not to provide bins but to place a sign asking for litter to be taken home. Also to consider removing recycling bins from the skate park on the Jubilee field and replace with a notice to take litter home.

c) Update on views from residents regarding tree maintenance on land between the carpark and Bretteville Close.

To date, the residents of Bretteville Close whose houses overlook the trees and shrubs in question have been informed of proposed maintenance by letter and had the opportunity to meet with the Clerk at the Chagford Flea Market to discuss. This has been well received and generated many discussions.

The proposed removal of one Leylandii in particular has attracted strong opinions both ways. The Council debated at length the views and associated photos submitted.

Views in favour of removing one of the Leylandii:

- It is large and will continue to grow quickly.
- It doesn't host any wildlife.
- Not a native species.
- There is a beech tree and a hawthorn tree on the car park side, which will grow better and provide a screen if the Leylandii is removed.

Views against the removal of the Leylandii:

- It forms a year-round barrier screening the car park.
- It doesn't encroach on the car park in any way.
- It provides a habitat for early nesting birds.
- It is healthy.

Resolved: The Council will delay any decision until the next meeting when all Councillors have had a chance to visit the site with a more informed view based on residents' views.

- d) New Working Party: Climate Crisis Working Group (min 81d).
The Working Group have produced a Biodiversity Action report.
Resolved: The Action Report to be approved, with the following changes taken into account:
- The replacement of the term 'will' with 'aims to' throughout the policy.
 - The inclusion of the phrase 'while working with interested groups in the community'.
 - The listing of interested groups at the beginning of the report.
 - The inclusion of 'Plastic Free Chagford' in the list of interested groups.
- The action report must be completed in first draft, under the 2021 Environment Act, by January 1st, 2024. Once the changes listed above have been made it will be dated, with a subsequent date for review of January 2026.

- e) 1 Market House has now been successfully let and is open. **Noted.**

94. URGENT BUSINESS BROUGHT FORWARD AT THE CHAIR'S DISCRETION

- a) Temporary Prohibition of Through Traffic on the road past Collihole Farm, Chagford from Monday 5th February to Wednesday 7th February 2024.
Noted.

- b) Attendee required for Proper Job visioning session on Monday 15th Jan 10am – 2.30pm. **Resolved:** Cllr. Mrs Gay Hill will attend.

To Consider DNPA Planning Matters for Consultation

- c) Ref: **0491/23 26 Ellis Drive, Chagford**
Proposed: Installation of air source heat pump.
Resolved: To support this application.

95. GROUP/REPRESENTATIVES REPORTS

Planning Control Matters

To Consider DNPA Planning Matters for Consultation

- a) Ref: **0498/23 Greenbank, Chagford**
Proposed: Retention of a wildlife pond.
Resolved: To support this application.

- b) Ref: **0495/23 3 Woodcote Close, Chagford**

Proposed: Erection of patio shelter and installation of flue and roof mounted photovoltaics.

Resolved: To object to this application on the grounds that the proposed patio cover of timber posts and a transparent polycarbonate roof doesn't

seem to be up to the standards of materials used throughout the rest of the development.

c) Ref: 0505/23 20 Ellis Drive, Chagford

Proposed: Installation of solar panels on rear garage roof (8 panels) and rear house roof (5 panels)

Resolved: To support this application.

Grant of Conditional Planning Permission

d) Ref: 0422/23 Glendarah House, Chagford

Demolition and removal of existing porch and creation of new porch and entranceway. **Noted.**

96. ENVIRONMENT

a) Jubilee Field Inspection Report – Cllr: Neil Smilie

The fence at the back of the skateboard park will need attention in the near future. **Noted.**

b) Public Convenience Inspection Report – Cllr: Neil Smilie

Nothing of note to report. **Noted.**

97. CLERKS/CHAIRMANS REPORT

a) The Chair would like to prioritise a monthly newsletter. Suggested headings for the first edition would include:

- the Parish Council proposal to increase communication with Chagford Parish and ways in which this communication could happen.
- An update on the Council aims for 2024
- An update on finances for 2022/23 and a forecast for 2023/24
- An update on the Climate Crisis Working Party and biodiversity
- An update on grants available from Chagford Community Trust and Chagford Show. Also grants given this year by Chagford Parish Council.
- The proposal to remove the bins on the skateboard park and add a notice to take litter home

b) Commons Owners Association General Meeting 10th Jan, 10am at the Plume of Feathers, Princetown. Attendee required. **Resolved:** Cllr. Belinda Hayter-Hames volunteered to attend.

98. REPORT FROM WDBC REPRESENTATIVE

a) Jane Elliott, Councillor for WDBC. Report circulated prior to meeting.

Three aspects to the report:

- i) A plea for parishioners to complete the WDBC consultation:

<https://westdevon-ourcorporatestrategy.commonplace.is/>

- ii) The Wildlife Warden Scheme running across West Devon
- iii) The Youth of Chagford Consultation feedback.

Resolved: this report will be displayed on the Parish Council noticeboard.

99. OTHER REPORTS

a) Report on the 'Making your Home more Efficient' meeting: **Cllr. Frances Everson.**

Kate Royston from Tamar Energy Community is very keen to help and provide support with grants for people on low incomes. **Resolved:** Kate has been asked to attend a Saturday morning coffee clinic in early February or March – date to be confirmed. She would like to train up volunteer community energy champions who could help parishioners with finding grants etc. If anyone wants to do this get in touch with Cllrs. Jill Millar or Frances Everson.

100. CORRESPONDENCE AND EMAILS

a) Email from Rural Services Network – information about services offered.

Resolved: The Council declined access to this service currently.

b) Email from Chagford Film Festival, request for a grant.

Resolved: It was proposed by Cllr. Lark Ash Matthews and seconded by Cllr. Mrs Gay Hill that a grant of £300 be awarded to Chagford Film Festival. There may be opportunity to ask for further funding in the next financial year. It was also deemed that a view of the Film Festival financial accounts would be helpful when making future decisions.

c) Email from Southwest Play asking if there is need for a site safety visit at the Jubilee Play Field. **Resolved:** A site safety visit was not deemed necessary as ROSPA carry out this aspect of safety checks

d) Temporary Prohibition of Through Traffic and Parking from Waye Cross to Tunnaford, Monday 29th January to Wednesday 31st January 2024. **Noted.**

e) Temporary 30 and 40 MPH Speed Limit on the A382 from Whitebury Cross in a southerly direction for a distance of 1500 metres, Monday 12th February to Wednesday 14th February 2024. Circulated prior to the meeting. For Information. **Noted.**

101. FINANCIAL MATTERS

a) Report from Finance Working Group: **Cllr. Stuart Wright.**

The financial position at end of November and forecasted to the end of the financial year were presented. Chagford Parish Council are transferring to Scribe Accounting Systems for Parish Councils and therefore electronically generated accounts will be available by end of this financial year.

The Finance Working Group will become a Finance Committee with decision making powers as outlined in Chagford Parish Council Financial Regulations. An increase in the Clerks working hours, to 18 hours a week were proposed and agreed. The increase in the Clerks hourly rate, as advocated by SLCC

and NALC was proposed and agreed. The flat rate lump sum of £1925.00 as advocated by SLCC and NALC was proposed and agreed.

Resolved: These figures were approved by the full Chagford Parish Council and have been included in budget forecasts.

b) Approval to pay All Seasons for work carried out to Jubilee Field and Cross Tree. **Resolved:** To approve payment.

c) Approval to pay DALC for the attendance of Cllr. Belinda Hayter-Hames on Being a Good Councillor Webinar 4. **Resolved:** To approve payment.

d) Approval to pay EDF energy for the time period when 1 Market House was vacant (12.09.23 to 24.11.23). **Resolved:** To approve payment.

e) Approval to pay John Shears for Lengthsman work at Yellford, Frenchbeer, Thorn and Way Hill. **Resolved:** To approve payment.

f) Approval to pay EE new set-up charge of £9.12 in addition to the £18.00 November monthly charge. **Resolved:** To approve payment.

g) Approval to pay Chagford Combined Charity for the annual fee hire of Endecott House. **Resolved:** To approve payment.

h) Approval to pay the Chair's Allowance. **Resolved:** To approve payment.

102. ACCOUNTS FOR PAYMENT

	£
a) All Seasons - work carried out to Jubilee Field and Cross Tree	510.00
b) DALC - Cllr. Jill Millar 'Finance for Councillors' (approved Oct 23) and Cllr. Belinda Hayter-Hames for 'Good Councillor Webinar' 4	54.00
c) DD-British Gas – services to Market House Office	22.98
d) DD-British Gas Lite - services to Ellis Drive toilets	17.19
e) DD-Source for Business – services to Market House	168.08
f) EDF energy - electricity for the time period when 1 Market House was vacant	22.55
g) John Shears – lengthsman work	375.00
h) DD-EE set up charge	9.12
i) DD-EE monthly payment for Clerk's mobile - December	22.60
j) Chagford Combined Charity – annual hire of Endecott House	720.00
k) DD-Plusnet November – broadband services	26.40

l)	DD-Plusnet December - broadband services	26.40
m)	DD-British Gas services to Market House Toilets	53.00
n)	Clerk's salary	674.44
o)	Clerk's expenses	20.00
p)	Starboard Systems – Scribe Accounting Package	788.40
q)	Chagford Film Festival	300.00
r)	Chair's Allowance	650.00

Part II

a) Tender requiring agreement – Tree management Bellacouch Car Park. One tender was submitted and accepted. There will be a delay of one month before work can be carried out due to an extension in resolving the exact nature of the work to be carried out. **Resolved:** To contact Gid Wood to let him know of his successful bid and explain the delay and potential changes to the tender detail. To revisit the tender content in January 2024

b) Tender requiring agreement – Handyman/Odd job person required for various tasks in Chagford, not able to be carried out by members of the Council. No tenders were received for this work. **Resolved:** This will be revisited in January 2024

The meeting closed at 9.35pm.

Date **Signed**